COMPASS® Helpful Hints for a Smooth Administration

Students perform at optimal levels when a good testing environment is presented. Below are a few steps to take to assist in a smooth test administration.

Schedule Test Administration

- Identify students eligible for COMPASS® testing
- Discuss with students the purpose and importance of COMPASS®
- Schedule day and time with students
- Schedule room(s) and proctor(s)

Prior to Test Administration

- Review the PowerPoint *Administering COMPASS®* for step-by-step directions on administration
- Discuss readiness of computers with technical staff (Check new workstation readiness using administrative test)
- Change resolution of computer screens to 800X600
- Check default printer connections (Student Score Reports will not print unless default printer is chosen prior to administration.)
- Print out Student Information from **Infinite Campus**
  - o Student Name
  - o State Student Identification Number (SSID)
  - o Date of Birth
  - o Gender

Launch COMPASS Application

- Launch any assistive technology software
- Login with username and password (May be done prior to student entering room.)
- Select Test
- Carefully enter Student Information (As in **Infinite Campus)**

After Test Administration

- Retrieve Student Score Reports from default printer (One for student, one for school)
- Discuss COMPASS® results with student

> *If reports do not print, login to the system (http://compass.act.org/eCompass), find the student and print the report manually.*